

Attachment 1

Board Book, Tab 18 [Staffing], Article 1 [Executive Director], Section 9 [The Executive Director's Annual Performance Evaluation]).

Section 9 The Executive Director's Annual Performance Evaluation

The Executive Director of the State Bar is subject to an annual performance evaluation to be completed by July of each year. The review shall be conducted by a Board Committee designated by the Board, currently the Board Operations Committee. The State Bar's Office of Human Resources and the State Bar's Deputy Executive Director shall assist the designated Board Committee in this process.

(a) Evaluation Criteria

The Executive Director's evaluation is conducted based on performance criteria and competencies and on goals and objectives set by the designated Board Committee. The designated Board Committee, annually sets the Executive Director performance targets and annually evaluates progress in achieving these targets. The performance criteria and competencies for evaluation are: job skills, technological proficiency, quality performance, quantity of work, leadership, teamwork and collaboration, constituency commitment, communication, fiscal accountability, development and compliance with policies and procedures, strategic perspective/planning, managing change, managing and developing staff, Board/constituency relations, valuing diversity.

(b) Confidentiality

The meetings of the designated Board Committee and all information obtained in the course of the evaluation shall be confidential and shall not be disclosed except as otherwise provided in this article. Sufficient disclosure shall be made to the Executive Director to assure a full opportunity to respond to evaluation material. The identity of the persons providing evaluation material shall not be disclosed.

(c) Timetable and Procedures

Each year, the Board sets the timetable and procedures for conducting the Executive Director's annual performance evaluation. The committee shall meet with the Executive Director as soon as practical in the board year to discuss the performance standards, goals, procedures and timetable. The Board Committee shall see the procedures and meetings during the board year to assure a full and fair evaluation, and shall present its report to the Board in executive session at the July meeting.

(Source: Board of Governors' Resolutions, March 2002, March 2003, March 2004).